**Policy Title: Information Technology Policy**

**Policy Statement:**

It is the policy of Georgia College & State University to adopt and adhere to the University System of Georgia Information Technology Handbook concerning Information Technology practices. The University as directed through its Division of Information Technology will establish practices that will be in compliance with the Board of Regents Information Technology Policy Manual standards as specifically expressed in the Information Technology Handbook as provided by the University System of Georgia. With the adoption of the Board of Regents Information Technology Policy Manual, it will replace related Georgia College & State University Information Technology Policies.

**Definitions:**

Board of Regents Information Technology Policy Manual

1. Section 11.0: Information Technology of the Board of Regents Policy Manual as provided at:

<http://www.usg.edu/policymanual/section11>

USG Information Technology Handbook

1. As provided by the University System of Georgia at: <http://www.usg.edu/information_technology_handbook>

USG Information Security Policy Exemption Request Form

1. As provided by the University System of Georgia at: <http://www.usg.edu/information_technology_handbook/documents/Information_Security_Policy_Exception_Request_Form.pdf>

Georgia College & State University Information Technology Policies

1. IT Institutional Profile
2. Password Policy
3. Encryption Policy
4. Security – People Soft
5. Security – Banner
6. Imaging Policy
7. General

Misuse of State Property Policy

1. As provided by the Department of Human Resources at: <http://gw.dhr.state.ga.us/faq/1205.pdf>

Technology Users:

1. Staff
2. Faculty
3. Guests
4. Students
5. Vendor
6. Contractor
7. Or any other person using

**Reason for Policy:**

This policy is required to adhere to the adoption of the Board of Regents Information Technology Policy Manual. The adoption of the Board of Regents Information Technology Policy Manual allows for consistency in the application of technology policies across Georgia College & State University, provides a guide to administrators, outlines acceptable use of information technology for university technology users, protects equitable access for technology users, and allows for proper management of resources.

**Proposed Outcomes:**

* Compliance with the Board of Regents Information Technology Policy Manual.
* Replaces existing Georgia College & State University Information Technology Policies.
* Requires Information Technology Users to comply with the policies and standards as established by the Board of Regents Information Technology Policy Manual and enforce the Misuse of State Property Policy.

**Procedures:**

Enforcement:

The Chief Information Officer and the Information Technology Security and Compliance Officer will be responsible for the enforcement and compliance with this policy.

Violation of Policy:

A violation of this policy would be subject to disciplinary actions under the policies of the Student Code of Conduct, campus human resources, or any other applicable regulations and policies of Georgia College & State University as well as the USG Board of Regents. Any visitor to Georgia College & State University refusing to adhere to policy may be asked to leave campus.

In addition, the Division of Information Technology reserves the right to limit or restrict access to technology users, inspect, copy, remove, or otherwise alter any data, file, or system resource that might undermine the authorized use of the technology resource. The Division of Information Technology as well as Georgia College & State University disclaim responsibility for loss of data or interference with files resulting from necessary efforts to maintain adherence to this policy.

Exceptions from Policy:

Any exceptions from this policy as set forth in the Board of Regents Information Policy Manual shall be at the discretion and approval of the University System of Georgia Chief Information Officer and or the University System of Georgia Chief Information Security Officer. If an exception is to be granted, a completed USG Information Security Policy Exception Request Form will be submitted for approval from the Division of Information Technology of Georgia College & State University. Denials of request for exceptions may be appealed to the USG Chief Information Officer or the USG Chief Information Security Officer.

**Forms**

<http://www.usg.edu/information_technology_handbook/documents/Information_Security_Policy_Exception_Request_Form.pdf>

**Contacts**

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**Appendices**

None

**Motion Number and Approval Dates**

Motion Number 1415.RPIPC.005.P

**Website Address for this Policy**

<http://www.usg.edu/policymanual/section11>

<http://www.usg.edu/information_technology_handbook>